POSITION TITLE: SFU Camps Head Programmer - Facilities & Finance

POSITION SUMMARY:
This position is a member of a programming team that assists with the administration of the SFU Camps program. The main areas of responsibility of this position is to coordinate facility schedules & bookings, field trips, financial paperwork, and liaise with partnership camps. They also lead various activities, maintain a professional office setting, and assist in the daily operations of Camps. In addition, this position provides mentorship for all staff & volunteers and completes various Camps Administrative tasks as required.

DUTIES AND RESPONSIBILITIES:
- Coordinates Facility Scheduling (internal & external), Purchasing, and Reimbursements
- Assists with Staff & Volunteer Recruitment, Selection, and Training
- Assists with Staff & Volunteer Coordination, Supervision, and Evaluation
- Assists with the marketing and promotions of camps
- Assists with Staff & Volunteer learning opportunities, workshops, and appreciation initiatives
- Collaborates with Camps Manager, Recreation Management, and other Programmers
- Office Management and Supply Ordering
- Ensures Customer Satisfaction, Resolves Conflict, and Problem Solves
- Supports and Mentors Camps Staff and Volunteers
- Takes on duties of other Programmers and Staff as needed
- Other tasks as required

QUALIFICATIONS:
- Post Secondary Experience (preferably in Education, Recreation Management, or Business)
- Minimum 1 year of related work or volunteer experience in Recreation / Camps
- SFU Summer Camp experience is an asset
- Outstanding Organizational and Communication skills
- Excellent Leadership and Supervisory skills
- Working knowledge of Microsoft Office applications
- Current Standard First Aid and CPR-C
- Criminal Record Check (free of any infractions)
- Experience working with Recreation registration system is an asset

TERMS OF EMPLOYMENT:
October 15 - March 15 (Part-Time Flexible 10-30 hours per week)
March 18 - 29 (Full-Time Available: 30-40 hours per week)
April 1 - June 7 (Part-Time Flexible 20-30 hours per week)
June 10 - August 30 (Full time 35-40 hours per week)
September 3 – 13 (Part-Time: as required and final report writing)
*This position may work evenings or weekends and time in lieu may be given

COMPENSATION:
- $20-26 per hour based on qualifications and relevant experience
- Additional 4% paid in lieu of benefits

APPLICATION DEADLINE ~ October 3, 2018
Interview Dates: October 9 - 11, 2018

Please submit a cover letter and resume to Jason Stockley – Camps Manager: jason_stockley@sfu.ca

Only those selected for an interview will be contacted.

For more information visit camps.sfu.ca